



Recreation Leader I

Job Code: 0111

Originated: 10/05

Revised: 07/08

HR Ordinance Status: Part-time

Salary Grade: 0700

EEO Code: 24

FLSA: Non-Exempt

Supervisory: No

[General Workforce](#)

CLASS SUMMARY

Assists in various recreation programs at an assigned recreation facility.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Recreation Leader series. This is not a supervisory job classification.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Assists a Recreation Leader II in planning and conducting recreational activities and organizing games for children of all ages and adults at a recreation facility; assists with arts and crafts activities.
- Enforces and explains policies and procedures to park patrons in all areas of the park; handles complaints; observes patrons in the parks including the building facility; observes patron/program participants' behavior and safety hazards of the grounds/facility. Monitors sites, picking up paper and trash.
- Completes written reports; maintains accurate written records of accidents and other incidents that occur on the park grounds or in the Recreation facilities; notifies supervisor of accidents and incidents. Keeps accurate recording of time worked.
- Performs routine clerical functions such as delivering flyers and answering phones or general office work.
- Puts out bases for ball field reservations, and turns on and off lights. Sets up apparatus and other equipment and issues supplies. Sets up and breaks down classrooms for classes.
- Participates in planning, conducting and evaluating events, projects and programs.
- Roves/maintains security & safety of facilities throughout the shift.
- Performs other duties as assigned.
- May also be required to perform cashier duties during their scheduled shift. During this time responsibilities will include greeting customers, answering the phone, handling customer inquiries, accepting payment of fees, handling cash according to city policy and procedures, issuing passes, and completing all necessary reporting and record keeping documentation.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Microsoft Windows Office products.

Ability to:

Maintain discipline through communicating park rules.

Effectively communicate with park patrons when handling issues, complaints and violations of park rules.

Successfully complete driving training classes.

Produce quality written or typed documents.

Follow departmental dress and appearance standards related to clothing style, displaying tattoos, pierced body parts, hair color and style.

Understand and follow oral and written instruction.

Listen, communicate and work effectively with a diverse group of people.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Attend various meetings as needed.

Establish and maintain effective working relationships with City staff and the general public.

Complete required OSHA/Safety Training as required.

Education and Experience:

Any combination of education and experience which provides the knowledge, skills and abilities to perform the work.

Licensing and Other Requirements:

A valid driver's license with no major driving citations in the last 39 months is required for all driving positions.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of a Recreation Leader III, Recreation Coordinator or Senior Recreation Coordinator in the Community Services Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a normal City office environment, park facility and outside in park area.
- Physical agility to conduct various recreation activities.
- Lifts, carries and sets up tables, chairs, sound and lighting equipment, craft and art materials, recreation equipment and other equipment (weighing 20-50 pounds.)
- Accesses paved, gravel or turf park areas.
- Seldom sedentary and includes walking or moving continuous periods of time. Work sometimes involves climbing elevations; requires moderate muscular exertion and lifting.
- Physically move around in all areas of the park over rough uneven terrain.
- Moderate exposure to dust, pollen, noise, inclement weather and temperature extremes.
- Lift and carry materials weighing up to 50 pounds.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Work days, evenings, weekends and holidays.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.